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To Hythe Town Council  
Date 12 October 2019  
Status **Non Exempt**  
Responsible officer Responsible Financial Officer

Subject **BUDGET MONITORING REPORT F&GP/07/19**

**SUMMARY:** This report gives July's budget monitoring information, includes the bank reconciliation for July and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

**REASON FOR RECOMMENDATION:**

The Committee is asked to agree the recommendations set out below because:-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

**RECOMMENDATIONS:**

1. To receive and note the report F&GP/07/19
2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report

**INTRODUCTION**

Attached are the Bank reconciliations for all of Hythe Town Council's accounts and an up to date Budget Monitor with attached addendum explaining the different cost centres. We are a third of the way through this financial year now, therefore most cost centres would generally show at 33.33%, unless income or expenditure is received in the earlier part of the year which happens in some cases. Some examples are; Allotment income 93.46%, Boot fairs 67.69%, Election costs 98.13% (as elections were held in May) and Subscription costs 58.46% .

Some income ie; Sports Revenue will increase in the summer months due to activities such as Tennis and Bowls which are seasonal.

The Vat rebate of £9783.95 has now been received and the next calculations are due to be submitted by 31 October 2019.

**CONTACT OFFICER**

If you have any queries about this report please contact The Responsible Financial Officer of the Council

Tel: 01303 266152 or email [RFO@hythe-tc.gov.uk](mailto:RFO@hythe-tc.gov.uk) prior to the meeting.

